



Camp Albemarle Day Camp Counselor Job Description

Reports to: Director of Summer Camp Ministries, Day Camp Coordinator, Summer Leadership Team

Purpose of Position:

A Day Camp Counselor is someone who guides and ensures the safety of children as they engage in camp activities. They receive special training to fully support kids' needs during their time at the camp. Day Camp Counselors work alongside program staff to provide positive engagement with activities. Age group assignments rotate weekly.

Responsibilities:

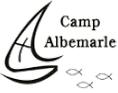
1. Attend trainings and weekly staff meetings.
2. Abide by all camp policies and covenant agreement.
3. Plans, leads, and implements camp programs for children.
4. Provides high-quality educational and recreational opportunities and enjoyable experiences for camp participants.
5. Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.
6. Maintains a schedule for camp participants.
7. Facilitates activities for daily activities.
8. Organizes and leads various small and large group activities.
9. Ensures the cleanliness of the site.
10. Assists in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance.
11. Knows and understands all emergency procedures associated with the camp program.
12. Records and tracks camper's dietary restrictions/allergies and ensures that the meals/snacks are distributed to them.
13. Mediates any campers' disputes.
14. Knows, enforces, and follows all camp safety regulations and emergency procedures, including knowing the whereabouts of your campers at all times.
15. Maintains constant surveillance of the pool/body of water areas.
16. Perform all other duties and roles assigned by the Director of Summer Camp Ministries and administrative staff.

Work Hours:

Monday-Friday 8:00AM-5:00PM

Qualifications:

1. Must be a rising junior in high school or older.
2. Must be able to provide reliable transportation.
3. Must be or be able to become certified in first aid and CPR.
4. Must have the ability to interact with all age levels.
5. Ability to create and work within a Christian environment so that each camper has the opportunity for spiritual growth.



6. Ability to perform a variety of tasks outside in various climates.
7. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
8. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.
9. Alertness
10. Patience
11. Problem-solving skills
12. Stamina
13. Caring personality
14. Organization skills
15. Mediation skills
16. Must be able to carry heavy loads and travel hilly and uneven terrain.

Relationships:

Day Camp Counselors have regular interactions with kitchen staff, program staff, the summer leadership team, counselors, administrative and maintenance staff. It is helpful to identify the expectations of those relationships and communicate effectively with these groups of staff members.

Equipment Used:

Day Camp Counselors may be asked to use fire-protection equipment, washers and dryers, dishwashers, and program equipment. They may be asked to drive camp vehicles or watercraft.

Physical & Interpersonal Aspects of the Job:

1. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements could be: endurance, including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 pounds; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, and such.